

#### **FTC-VII-4**

System name:

Standard Name System -- FTC.

Security classification:

Not applicable.

System location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Categories of individuals covered by the system:

Individuals who interact with the Commission, including: participants in Commission investigations, rulemaking, advisory, and law enforcement proceedings; parties requesting formal advisory opinions; consumers who received redress or who are entitled to redress pursuant to Commission or court orders; parties about whom complaints or inquiries are received; and other parties with whom the Commission interacts. (Businesses, proprietorships, or corporations are not covered by this Privacy Act System of Records.)

Categories of records in the system:

Name of individual and associated code.

Authority for maintenance of the system:

Federal Trade Commission Act.

Purpose(s):

To standardize presentation of names found in Commission information systems; and to determine codes that are to be recorded in other agency information systems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to the disclosures generally permitted under 5 U.S.C. 552a(b), records or information in these records may be specifically disclosed pursuant to 5 U.S.C. 552a(b)(3) as described in Appendix I of this notice, provided that no routine use specified therein shall be construed to limit or waive any other routine use.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored on magnetic disks and tape and on microfiche.

Retrievability:

Indexed by individual's name and identification number.

Safeguards:

Access to view or add records available to all users of FTC automated information systems.

Access to change records limited to agency personnel whose responsibilities require access.

Retention and disposal:

Records retained indefinitely.

System manager and address:

Supervisor, Information Management Branch, Information Management & Dissemination Division, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification procedure; record access procedure; and contesting record procedure:

See Appendix II.

Record source categories:

Agency staff and members of the public.